

LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
Creating a Quick Invoice Voucher <i>(For District Court Only)</i>	Quick Invoices are used by District Court <u>only</u> . Quick Invoices are used to process Travel Expense Reimbursements, as well as Appointed Attorney Invoices.

Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, District Court Headquarters (DCHQ) will complete the vendor information for you.

You can also look up the Vendor ID using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below.

Note: Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:

<http://mdcourts.gov/gears/forms.html>

Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status
▼ Actions	0000009385	HEABUNDAN-001	202603133	000	THE ABUNDANCE CATERING COMPANY	9 VERNON AVE		GLEN BURNIE	MD	21061-0000	Active

GEARS Navigation



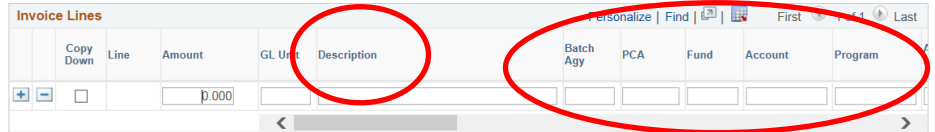
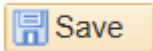
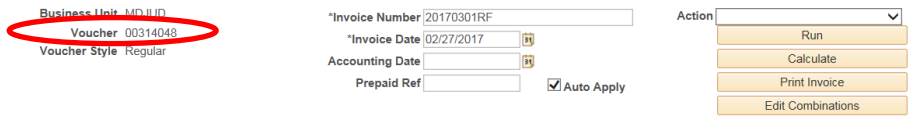
Accounts Payable > Vouchers >
Add/Update > Quick Invoice Entry

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1.0 Process

This document is intended for District Court employees to provide a quick reference to completing Quick Invoice entry transactions within GEARS.

STEP	ACTION	DETAILS
1.	From the "Add a New Value" Tab.	<p>Quick Invoice Entry</p> <p>Find an Existing Value Add a New Value</p>
2.	<p>Select / Enter Vendor ID (as found in "Before you Begin" at the top of this document).</p> <p>NOTE: The vendor is the payee. If you don't know the vendor information, DCHQ will complete the vendor information for you.</p>	<p>Quick Invoice Entry</p> <p>Find an Existing Value Add a New Value</p> <p>Business Unit MDJUD</p> <p>Voucher ID NEXT</p> <p>Vendor Name</p> <p>Short Vendor Name</p> <p>Vendor ID</p> <p>Invoice Number</p> <p>Invoice Date 31</p> <p>Gross Invoice Amount 0.00</p> <p>Estimated No. of Invoice Lines 4</p> <p>Freight Amount 0.00</p> <p>Misc Charge Amount 0.00</p> <p>Transaction Currency USD</p> <p>Origin</p> <p>Quick Invoice Template Simple</p> <p>Voucher Style Regular</p> <p>Add</p>
3.	<p>Enter the following:</p> <ul style="list-style-type: none"> - Invoice Number - Invoice Date - Gross Invoice Amount 	<p>Follow these Department of Budget and Finance standards:</p> <p>Invoice Number (FOR TRAVEL REIMBURSEMENT INVOICES) – Formatted as follows: YYYYMMDDXX (year, month, day, payee's first and last initials). <i>Invoice Number is based on the first day of travel.</i></p>

		<p>Invoice Number (FOR APPOINTED ATTORNEY INVOICES) - Formatted as follows: ATTMMDDYYYYIP (ATT, month, day, year, initials of payee (attorney or 1st two initials of law firm). Invoice Number is based on the first day of services rendered.</p> <p>Invoice Date – The date on the invoice. <i>Invoice Date is the current date (today).</i></p> <p>Gross Invoice Amount – The total amount of the invoice.</p>
		
4.	Click Add:	Click the  button.
5.	Enter a Description (and Chartfield Values, if known)	 <p>NOTE: A Description is required. However, if you do not know the Chartfield Values (i.e. Accounting Codes), DCHQ will complete these fields for you.</p> <p>NOTE: If you do enter Chartfield Values (i.e. Accounting Codes), you must also enter an Accounting Date.</p>
6.	Add Attachments/Comments	<p>Attachments (0)</p> <p>Comments(0)</p> <ul style="list-style-type: none"> • Attach copies of your invoice along with any other supporting documentation. • Add Comments noting your name and contact information.
7.	Save	Click the  button to generate a Voucher ID.
8.	Ready for DCHQ	<p>The Quick Invoice is ready for processing by District Court Headquarters once a voucher number has been assigned.</p> <p>Quick Invoice</p>  <p>You will receive an email notification once your invoice is approved or denied.</p> <p>NOTE: You may want to do a print screen of the invoice for your records.</p>



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.